

Message

From: Beck, Whitney [beck.whitney@epa.gov]
Sent: 9/8/2020 8:54:41 PM
To: Laycock, Kelly [Laycock.Kelly@epa.gov]; Hurlid, Kathy [Hurlid.Kathy@epa.gov]
Subject: RE: I deleted the document I posted. Under actions there is a delete button – I thought there was but got distracted before scrolling all the way before. You should be good to go to post.
Attachments: 176CF88C.PNG

2) Just contacted Rose- she said the docket can upload word docs (.docx, not .doc based on the attached graphic). I think we do have some .doc so we might have to convert them to .docx....

From: Beck, Whitney
Sent: Tuesday, September 8, 2020 4:32 PM
To: Laycock, Kelly <Laycock.Kelly@epa.gov>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: I deleted the document I posted. Under actions there is a delete button – I thought there was but got distracted before scrolling all the way before. You should be good to go to post.

- 1) 0002 is fine
- 2) Oh my goodness, this did not even occur to me because I am also a newb.... I will look at a couple dockets to see if I can find examples.

From: Laycock, Kelly <Laycock.Kelly@epa.gov>
Sent: Tuesday, September 8, 2020 4:15 PM
To: Beck, Whitney <beck.whitney@epa.gov>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: I deleted the document I posted. Under actions there is a delete button – I thought there was but got distracted before scrolling all the way before. You should be good to go to post.

First newbie questions. I added #56 Florida State Statutes and Regulations Table of Contents as a main.

- 1) This gave me the id- EPA-HQ-OW-2018-0640-DRAFT-0002. Am I populating our spreadsheet with this whole ID or just -0002?
- 2) I tried to upload #57 "62-330.010(4)(a)_AH_I_thru_Appendix_D_DOS Final 6.30.20.docx" as an attachment and got the error "the following files are incompatible". Does this mean we can't upload Word docs? If so, we have a lot of converting to do before we can upload everything.

Kelly Laycock
Wetlands Regulatory Section
U.S. Environmental Protection Agency
61 Forsyth St.
Atlanta GA, 30303
phone 404 562 9132

From: Beck, Whitney <beck.whitney@epa.gov>
Sent: Tuesday, September 8, 2020 2:29 PM
To: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Cc: Laycock, Kelly <Laycock.Kelly@epa.gov>
Subject: RE: I deleted the document I posted. Under actions there is a delete button – I thought there was but got distracted before scrolling all the way before. You should be good to go to post.

Thank you! I did not see the delete button since you had to scroll down to see it. Glad I am not going too crazy- I knew there must be a way to delete ☺ I'm off to 401-land for a couple hours but am hoping posting goes quickly later this afternoon.

From: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Sent: Tuesday, September 8, 2020 2:28 PM
To: Beck, Whitney <beck.whitney@epa.gov>
Cc: Laycock, Kelly <Laycock.Kelly@epa.gov>
Subject: I deleted the document I posted. Under actions there is a delete button – I thought there was but got distracted before scrolling all the way before. You should be good to go to post.

I deleted the document I posted. Under actions there is a delete button – I thought there was but got distracted before scrolling all the way before. You should be good to go to post.

From: Hurlid, Kathy
Sent: Tuesday, September 8, 2020 2:26 PM
To: Beck, Whitney <beck.whitney@epa.gov>
Cc: Laycock, Kelly <Laycock.Kelly@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Thanks Whitney for the hint. I had tried, but must not have had my mouse quite right!

For deleting documents: As for removing the doc, Up under actions click on the drop down and hit replace file.

So to finalize what I said before, for the fields:

We need:

- Title
- The document itself
- The document ID (but I think they will do that)
- # of attachments for the appropriate “main pages”
- Abstract – if the title is not sufficient a one sentence descriptor e.g., Document is part of FL’s program description and it describes their proposed permit review process.; HOWEVER WE CAN COME BACK TO THIS!!!!
- Doc type
- Status – make them all draft right now
- Date received will be the same for all 8/20/20
- Posting restrictions – meta data only

From: Beck, Whitney <beck.whitney@epa.gov>
Sent: Tuesday, September 8, 2020 2:17 PM
To: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Cc: Laycock, Kelly <Laycock.Kelly@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

I have to press “get Adobe Flash Player” and then it moves me forward!

I’m trying to figure out how to delete your test doc so it doesn’t throw the numbering off- there’s always something ☺

From: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Sent: Tuesday, September 8, 2020 2:14 PM

To: Beck, Whitney <beck.whitney@epa.gov>

Subject: RE: Rin for EPA-HQ-OW-2018-0640

We only need to fill in the mandatory fields. But I do think where we can add description to tell folks what something is that is helpful. Upload the docs now, we can edit the various fields and we probably want to do that before they have at it anyway.

NOTE I'm having difficulties with my computer – it won't open FDMS telling me I have to download adobe acrobat (UGH, you are my witnesses, I was in this am!!!)

So for now, based upon my memory, lets upload to the docket and fill out the mandatory fields and:

- the titles from the excel spread sheet
- the corresponding number that Tim Gave us (or that we are assigning 😊)
- Key words (such as: FL assumption, CWA 404(g), mitigation, 404(g) enforcement)
- And if we have time and the title is not sufficient a one sentence descriptor e.g., Document is part of FL's program description and it describes their proposed permit review process.;

Sorry If I'm missing something but this is the error I get 😊:



From: Beck, Whitney <beck.whitney@epa.gov>

Sent: Tuesday, September 8, 2020 1:44 PM

To: Laycock, Kelly <Laycock.Kelly@epa.gov>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>

Subject: RE: Rin for EPA-HQ-OW-2018-0640

Kathy can we just ignore those? Are some of those fields the docket staff fills in when they are making the docs "metadata ready" ?

From: Laycock, Kelly <Laycock.Kelly@epa.gov>

Sent: Tuesday, September 8, 2020 1:42 PM

To: Beck, Whitney <beck.whitney@epa.gov>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>

Subject: RE: Rin for EPA-HQ-OW-2018-0640

Yes, I'll plan to do 56-110. Might be later for me too, I need to get this week by week schedule Tom requested.

As for the fields that aren't required, are we just leaving those blank for now and filling in later?

Kelly Laycock
Wetlands Regulatory Section
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61 Forsyth St.
Atlanta GA, 30303

phone 404 562 9132

From: Beck, Whitney <beck.whitney@epa.gov>
Sent: Tuesday, September 8, 2020 1:37 PM
To: Laycock, Kelly <Laycock.Kelly@epa.gov>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

That is what it sounds like to me as well, Kelly. It is not the most intuitive system. Agree with Kathy that it's a good thing though!

I am scared about having two versions of the excel doc floating around (the simplified one I made for Tim + our docket index doc). So, I have added a docket doc # column to our docket index the team has reviewed and we can just add the # to that as we add each doc. I'll just send that to Tim or convert to a simplified version after the fact for him.

Kelly, do you want to upload rows 56-110? It's one main doc with many attachments. I can do 1-55... maybe not until after today's 401 webinar ends at 4:30pm, but I'll try to get it done today. Then we'll need to create the cover sheet for the "other docs" as discussed this morning and can upload those after we get the package.

Note the Excel sheet only helps you populate the "required fields" i.e., for us, really just the document name. We don't have things like descriptions, key words, etc. available at this time.

Best,
Whitney

From: Laycock, Kelly <Laycock.Kelly@epa.gov>
Sent: Tuesday, September 8, 2020 1:14 PM
To: Beck, Whitney <beck.whitney@epa.gov>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Am I reading this correctly that when uploaded, a document will get a number, we then need to add a column to the excel sheet that puts the correct number beside each document? Then we can reorder the spreadsheet however we see fit and he will post them in that order?

I believe this means we can upload in any order we want (2 people uploading simultaneously won't be an issue?) as long as we have the final spreadsheet in correct order ?

Kelly Laycock
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Atlanta GA, 30303
phone 404 562 9132

From: Young, Timothy <Young.Timothy@epa.gov>
Sent: Tuesday, September 8, 2020 1:02 PM
To: Beck, Whitney <beck.whitney@epa.gov>
Cc: Hurlid, Kathy <Hurlid.Kathy@epa.gov>; Laycock, Kelly <Laycock.Kelly@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Hi Whitney
FDMS will assign the draft numbers when you upload the documents, from there

please assign those draft numbers to your spreadsheet and I will post those in the order you have them on your spreadsheet.

Regulations will change those draft numbers into permanent numbers once they are posted, we cannot manually adjust assigned numbers in FDMS.

Thank You,

Timothy Young
OAR/OW Docket Manager
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202-566-2769
young.timothy@epa.gov

From: Beck, Whitney <beck.whitney@epa.gov>
Sent: Tuesday, September 08, 2020 12:04 PM
To: Young, Timothy <Young.Timothy@epa.gov>
Cc: Hurlid, Kathy <Hurlid.Kathy@epa.gov>; Laycock, Kelly <Laycock.Kelly@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Hi Tim,

Thank you! So should we put the draft numbers (starting at 0002, which can be adjusted if needed based on the FRN) in the Notes or Legacy ID Number fields when we upload docs? Or just put the draft numbers in the spreadsheet and you'll correspond them to the uploaded titles? Thanks for clarifying!

Best,
Whitney

From: Young, Timothy <Young.Timothy@epa.gov>
Sent: Tuesday, September 8, 2020 11:58 AM
To: Beck, Whitney <beck.whitney@epa.gov>
Cc: Hurlid, Kathy <Hurlid.Kathy@epa.gov>; Laycock, Kelly <Laycock.Kelly@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Hi Whitney

Please upload docs and assign those draft numbers to the documents listed in the spreadsheet, I will know to post those docs according to draft numbers not titles, remember the FR will publish first and that's usually 0001, but not always.

From: Beck, Whitney <beck.whitney@epa.gov>
Sent: Tuesday, September 8, 2020 11:19 AM
To: Young, Timothy <Young.Timothy@epa.gov>
Cc: Hurlid, Kathy <Hurlid.Kathy@epa.gov>; Laycock, Kelly <Laycock.Kelly@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Hi Tim,

Please see the attached Excel sheet, which details our proposed outline, actual file names, and docket file names for EPA-HQ-OW-2018-0640. We'd like to know if it's possible to get the "Main documents" in the correct order shown here, and the "Attachment documents" in the correct order that are attached to some of the main documents. There are a

couple documents highlighted in yellow where our approval to post them is in flux. Please let me know if this makes sense, and I'm happy to chat at 202-566-2553 to explain if it's confusing.

We are waiting to upload the docs until we hear from you, unless you tell us otherwise and that ordering docs can somehow be done on the back-end.

Best,

Whitney Beck

Begin forwarded message:

From: "Young, Timothy" <Young.Timothy@epa.gov>
Date: September 8, 2020 at 9:57:48 AM EDT
To: "Hurlid, Kathy" <Hurlid.Kathy@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Gm Kathy

Please provide me with a list of documents you would like posted first, regulations has its own sorting algorithm that will arrange documents according to this.

From: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Sent: Tuesday, September 8, 2020 9:36 AM
To: Young, Timothy <Young.Timothy@epa.gov>; Cross, Bennett <Cross.Bennett@epa.gov>
Cc: Beck, Whitney <beck.whitney@epa.gov>; Carrion, Lourdes <Carrion.Lourdes@epa.gov>; Laycock, Kelly <Laycock.Kelly@epa.gov>; Calli, Rosemary <Calli.Rosemary@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Hi Tim,

Another question and a request as we get ready to upload documents to the docket.

Our question is: once we upload documents can we organize them prior to posting? Or do we need to upload them in the order we want them read (e.g., upload table of contents first, then folder a, then folder b etc). I've never known how to sort what has been uploaded for posting, only sorting as a reader.

Request, can you have on the docket the contacts on Regulations.gov be Kelly Laycock as the first contact replacing Rosemary Calli and then myself Kathy Hurlid.

I actually don't need to be available via regulations.gov unless it is the docket policy that I be visible on that.

Thank you so much. We hope to have the documents uploaded by COB tomorrow.

- Kathy

From: Young, Timothy <Young.Timothy@epa.gov>
Sent: Tuesday, September 1, 2020 4:13 PM
To: Hurlid, Kathy <Hurlid.Kathy@epa.gov>; Cross, Bennett <Cross.Bennett@epa.gov>

Cc: Beck, Whitney <beck.whitney@epa.gov>; Carrion, Lourdes <Carrion.Lourdes@epa.gov>; Laycock, Kelly <Laycock.Kelly@epa.gov>; Calli, Rosemary <Calli.Rosemary@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Thank You,

Timothy Young
OAR/OW Docket Manager
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young.timothy@epa.gov

From: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Sent: Tuesday, September 01, 2020 4:05 PM
To: Young, Timothy <Young.Timothy@epa.gov>; Cross, Bennett <Cross.Bennett@epa.gov>
Cc: Beck, Whitney <beck.whitney@epa.gov>; Carrion, Lourdes <Carrion.Lourdes@epa.gov>; Laycock, Kelly <Laycock.Kelly@epa.gov>; Calli, Rosemary <Calli.Rosemary@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Thanks Tim!

Lourdes was very helpful. A few things came up today that we have quick questions on.

- 1) Is there a limit on how many attachments we can add to a supporting document or any document in the docket?

No limit, as far I know. We are currently working on the steam docket and they have attachment numbering above 100+

- 2) When is the last time we can edit documents (or abstracts for the documents) we upload, once we save, once we hit meta data ready, or once you review and hit save but prior to posting?

You can make edits anytime before it is posted, even while sitting at pending post awaiting the FR.

- 3) Is it possible to create subfolders under supporting documents? If so how? We want to make the various documents easy to navigate through for the user.

Afraid not, but FDMS does create applicable folders in the docket tree for supports and comments.

I've copied folks here on this email so they can sign up for the trainings. Again thanks for all your help! -
Kathy

From: Young, Timothy <Young.Timothy@epa.gov>
Sent: Tuesday, September 1, 2020 3:41 PM
To: Cross, Bennett <Cross.Bennett@epa.gov>
Cc: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: FW: Rin for EPA-HQ-OW-2018-0640

Kathy

Ben Cross, our new FDMS admin will also be providing training, please let your staff know to sign-up, I hear its going to be exciting.

Thank You,

Timothy Young
OAR/OW Docket Manager

EPA Docket Center
Operated by AS Mission Services
202-566-2769
young.timothy@epa.gov

From: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Sent: Tuesday, September 01, 2020 12:22 PM
To: Carrion, Lourdes <Carrion.Lourdes@epa.gov>
Cc: Young, Timothy <Young.Timothy@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Thanks! So I will forward the meeting invite to you.

Mostly we have some new folks that will be involved in uploading supporting documents etc for this docket so I wanted to show them how, Happy to defer to you to do this if you have tricks that are faster than how I do it 😊

But also, just to let you all know:

- we will need to give a contractor access to the public comments to download in batches (I think they can do that through public access but want to confirm)
- we will need to have public comments processed and uploaded quickly as we are statutorily required to make a decision (including uploading our response to comments document to the docket) within 120 days of receiving a request from a state or tribe to take the program on. This puts our deadline at December 17, 2020.
- We are working to have all the documents 508 compliant right now
- We would welcome your thoughts on how to organize the supplemental documents
 - We have the materials submitted by the state of FL
 - We will have sent consultation request letters to tribes and other federal agencies
 - We will have supplemental documents not in the state's package such as links to the statute and regulations

Thanks And I'll forward this meeting request to you. Thanks again, Kathy

Respectfully,

Kathy Hurlid
Clean Water Act 404(g) – U.S. EPA Lead
Office of Wetlands, Oceans, and Watersheds
E-mail: Hurlid.Kathy@epa.gov
Phone: 202-566-1269
Currently working remotely during COVID-19; please call:

Ex. 6 Personal Privacy (PP)

From: Carrion, Lourdes <Carrion.Lourdes@epa.gov>
Sent: Tuesday, September 1, 2020 12:13 PM
To: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Cc: Young, Timothy <Young.Timothy@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Hello,

I reaching out to you in response to Tim Young's request, for assistance on the 2:30 training, I will be available to assist you. Please let me know how to proceed so we can connect.

Please feel free to contact me, my cell number is Ex. 6 Personal Privacy (PP)

Thank you

Lourdes Y. Carrion
Records Management Specialist III
USEPA Docket Center
Operated by ASRC AMS
202-566-1047
Carrion.lourdes@epa.gov

From: Young, Timothy <Young.Timothy@epa.gov>
Sent: Tuesday, September 1, 2020 12:02 PM
To: Carrion, Lourdes <Carrion.Lourdes@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Her is email is on this thread near the bottom – Kathy Hurd

Thank You,

Timothy Young
OAR/OW Docket Manager
EPA Docket Center
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202-566-2769
young.timothy@epa.gov

From: Carrion, Lourdes <Carrion.Lourdes@epa.gov>
Sent: Tuesday, September 01, 2020 12:01 PM
To: Young, Timothy <Young.Timothy@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

How to reach her?

Thank you

Lourdes Y. Carrion
Records Management Specialist III
USEPA Docket Center
Operated by ASRC AMS
202-566-1047
Carrion.lourdes@epa.gov

From: Young, Timothy <Young.Timothy@epa.gov>
Sent: Tuesday, September 1, 2020 12:00 PM
To: Carrion, Lourdes <Carrion.Lourdes@epa.gov>; Perez, JuanB <Perez.JuanB@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Can you please reach out to Kathy Lourdes. Thanks!

Thank You,

Timothy Young

OAR/OW Docket Manager
EPA Docket Center
Operated by AS Mission Services
202-566-2769
young.timothy@epa.gov

From: Carrion, Lourdes <Carrion.Lourdes@epa.gov>
Sent: Tuesday, September 01, 2020 11:58 AM
To: Young, Timothy <Young.Timothy@epa.gov>; Perez, JuanB <Perez.JuanB@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

I should be Ok

Thank you

Lourdes Y. Carrion
Records Management Specialist III
USEPA Docket Center
Operated by ASRC AMS
202-566-1047
Carrion.lourdes@epa.gov

From: Young, Timothy <Young.Timothy@epa.gov>
Sent: Tuesday, September 1, 2020 11:56 AM
To: Carrion, Lourdes <Carrion.Lourdes@epa.gov>; Perez, JuanB <Perez.JuanB@epa.gov>
Subject: FW: Rin for EPA-HQ-OW-2018-0640

Lourdes/Juan

If one of you have any spare time at 2:30, could you please help Kathy show her team how to upload supports. Thanks Tim

Thank You,

Timothy Young
OAR/OW Docket Manager
EPA Docket Center
Operated by AS Mission Services
202-566-2769
young.timothy@epa.gov

From: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Sent: Tuesday, September 01, 2020 11:42 AM
To: Young, Timothy <Young.Timothy@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Totally understand. Shall I forward the meeting to you and you can forward to your staff if they can join? Or wait for their name.

From: Young, Timothy <Young.Timothy@epa.gov>
Sent: Tuesday, September 1, 2020 11:29 AM
To: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: Rin for EPA-HQ-OW-2018-0640

Hi Kathy

Sorry Kathy, I will not be able to join in today, I have several reports due, but I'll see if someone from the staff can join in.

No Rin is necessary for adding documents. Tim

Thank You,

Timothy Young
OAR/OW Docket Manager
EPA Docket Center
Operated by AS Mission Services
202-566-2769
young.timothy@epa.gov

From: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Sent: Tuesday, September 01, 2020 11:23 AM
To: Young, Timothy <Young.Timothy@epa.gov>
Subject: Rin for EPA-HQ-OW-2018-0640

Hi Tim,

I am going to show some folks today at 2:30 pm how to upload documents etc to the docket. Do you want to join or have someone on your staff join us? May be good as this will be fast turn around (and the system is going to be under maintenance soon) so we can avoid any hiccups.

But in prep for the meeting I notices this docket does not have a RIN. Do we need to get one assigned before uploading? I don't think so but want to be sure.

Thanks, Kathy

Respectfully,

Kathy Hurlid
Clean Water Act 404(g) – U.S. EPA Lead
Office of Wetlands, Oceans, and Watersheds
E-mail: Hurlid.Kathy@epa.gov
Phone: 202-566-1269

Currently working remotely during COVID-19; please call: Ex. 6 Personal Privacy (PP)